



# CEA

## **CAREER EXECUTIVE ASSIGNMENT**



THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:**

HEALTH AND HUMAN SERVICES AGENCY

**POSITION TITLE:**

ASSISTANT SECRETARY  
PROGRAM AND FISCAL AFFAIRS  
Salary: \$7,302-\$8,854

**FINAL FILING DATE:**

Until Filled

**POSITION DESCRIPTION**

The Assistant Secretary, Program and Fiscal Affairs, reports to the Deputy Secretary, Program and Fiscal Affairs. The position serves as a member of the Secretary's Executive Staff. The position formulates, analyzes, revises, interprets, and evaluates program and fiscal policies for public health programs under the jurisdiction of the Health and Human Services Agency.

**EXAMINATION PROCESS**

The examination will consist of an application/resume evaluation by an Agency evaluation committee. Interviews may be conducted if the evaluation committee or appointing power finds it necessary in making a final selection.

**FILING INFORMATION**

All interested applicants must submit:

- A standard original State application (STD. 678) with civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, and Desirable Qualifications. The statement should be no more than two pages in length.

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

The application and Statement of Qualifications are to be postmarked by 5:00 p.m. on May 14, 2004 to:

Department of Developmental Services  
Personnel Services Section  
1600 Ninth Street, Room 340  
Sacramento, CA 95814  
Attention: Crystal Dunlap

Questions concerning the examination should be directed to Ms. Dunlap at (916) 654-1866 or CALNET 464-1866; TTY Hearing Impaired (916) 654-2054 or Voice (916) 654-1946.

### **MINIMUM QUALIFICATIONS**

Permanent California State civil service status.

Or

Service as a Legislative employee meeting the criteria in Government Code Section 18990,

Or

Service as an exempt employee in the Executive Branch meeting the criteria in Government Code Section 18992.

### **KNOWLEDGE AND ABILITIES**

Knowledge of: the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Agency's equal employment opportunity program objectives; and an administrator's role in the equal employment opportunity program.

Ability to: plan, organize, and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively represent the Agency in both written and verbal communications; and effectively contribute to the Agency's equal employment opportunity objectives.

### **DESIRABLE QUALIFICATIONS**

Sufficient knowledge of the organization, mission and statutory environment of the Health and Human Services Agency to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment. In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the minimum qualifications described above:

1. Knowledge of the Health and Human Services Agency and its departments, including broad-based background of their administrative, program, fiscal, and legislative policies and procedures.
2. Knowledge of and demonstrated effectiveness in implementing initiatives and policies.
3. Direct managerial experience in operating a significant health or human service program.
4. Knowledge of public health policies and issues.
5. A clear understanding and knowledge of the legislative process and protocol.
6. An understanding of and ability to represent the Agency's executive policy and perspective to members of the State Legislature, their staff, and other individuals involved in the legislative process.

7. Ability to establish and maintain effective and beneficial relationships on behalf of the Agency with members of the State Legislature and their staff and other individuals involved in the legislative process.
8. Demonstrated capacity to work cooperatively and promote partnerships with departments within Agency, State and Federal control agencies, and the Legislature.
9. Demonstrated knowledge of both state and federal funding procedures, including developing state budget proposals.
10. Direct managerial experience, preferably in California State service, working with subordinate managers in administrative and policy formulation capacities.
11. Experience with and knowledge of correspondence policies and procedures relative to documentation transmitted between the Agency and its departments as well as between Agency and the Governor's office.